

Town of Mansfield
Personnel Committee

February 8, 2007

Audrey Beck Municipal Building, Conference Room B

Members Present: Mayor Elizabeth Paterson, Deputy Mayor Greg Haddad, Councilor Helen Koehn

Members Absent: Councilor Chris Paulhus

Staff Present: Town Manager Matthew Hart, Assistant to the Town Manager Maria Capriola, Randi Frank of Randi Frank Consulting

I. CALL TO ORDER

The meeting came to order at 6:36 p.m.

II. MINUTES

The minutes of January 17, 2007 were passed unanimously.

III. CLASSIFICATION REVIEWS

Randi Frank of Randi Frank Consulting was hired to conduct three classification reviews: Management Assistant, Capital Projects and Personnel Assistant, and Fire Marshal/Emergency Management Director. Ms. Frank described the classification review process, methodology, and provided an overview of significant changes. Ms. Frank stated that she met with employees and discussed job duties with them. She also looked at external salary data for comparable positions in similar communities. Using the Springsted methodology, she conducted the classification reviews and assigned points to positions to determine the appropriate pay grades and compensation.

Ms. Frank noted that the most changes in a job description occurred for the Management Assistant position. She stated that the scope of the Management Assistant position has grown to that of an Executive Assistant. Mayor Paterson stated that the current incumbent provides support to the Mayor; this has increased the Management Assistant's workload. Mayor Paterson recommended that a line be added to the job description to reflect the work performed in support of the Mayor. Councilor Koehn stated that she would have liked to have seen the scoring reflect the increased scope for both independence and impact, not necessarily the increase in physical points. Ms. Frank stated that the increase in physical points was due to the amount of event work performed by the current incumbent. The study recommended that the position be increased to non-union pay grade 15, an increase of two pay grades.

Ms. Frank discussed that it was difficult to find similar positions to Mansfield's Capital Projects and Personnel Assistant position in other communities. Since the position is not a Clerk of the Works, Ms. Frank reviewed purchasing and human resources positions in other communities for salary data. Ms. Frank recommended that the position remain at non-union pay grade 15. She also recommended that the position be re-titled to Purchasing and Human Resources Assistant, as she felt the title more accurately reflected the duties of the position.

Ms. Frank noted that it was important to increase points for the Fire Marshal/Emergency Management Director to reflect work performed for Town-wide communications systems and Emergency Management. Ms. Frank noted that she felt the original scores for the position were too low and more in-line with Fire Marshal duties only. Ms. Frank also increased points for conditions since the Fire Marshal has risk of exposure to HAZMAT materials, chemicals, etc. Ms. Frank recommended an increase of one pay grade, from non-union grade 22 to non-union grade 23.

Town Manager Hart discussed the next steps in the process with the committee. It was agreed that Ms. Frank would review/tweak the analysis she performed. The Town Manager will then bring the recommendations back to the Committee for review. Then, the recommendations will be presented to Council. Council's action would be to set the pay grades for the positions. If approved, the Management Assistant's pay grade increase would be retroactive to the beginning of the current Town Manager's tenure. The Fire Marshal pay grade increase would be retroactive to the date the classification review was requested.

IV. TOWN MANAGER'S GOALS

The Town Manager's revised goals were broken into two broader categories: project specific and long-term/managerial. Deputy Mayor Haddad stated that the submitted information was a good document and ready for Council's review. Councilor Koehn and Mayor Paterson concurred.

The Committee discussed the possibility of the Town Manager submitting a self-evaluation and/or letter of accomplishments to the Council at the conclusion of his first year as Town Manager. Town Manager Hart asked if he should have informal appraisals in executive session throughout the year. Mayor Paterson stated that either quarterly or every six months, the Town Manager could provide a progress update to Council. Deputy Mayor Haddad stated that he would be particularly interested in updates regarding the Town Manager's progress with redefining the organizational culture. He also stated that he would like to know how Council can assist the Town Manager in accomplishing his goals.

V. ADJOURNMENT

The meeting concluded at 7:47 p.m.